



**CENTENNIAL MIDDLE SCHOOL  
PARENT SUPPORT ORGANIZATION  
We Help Grow Kids**

**Art Expo/Silent Auction  
Coordinator**



**Essential Duties**

- Build an ad hoc committee of volunteers sufficient to create a plan and procure the necessary items to fulfill the plan.
- Identify and create the plan for the Art Expo/Silent Auction.
  - This event occurs in April each year.
  - The goals for this event include providing a forum for students to display their artwork and network with other students. This is a family and community event, which includes a silent auction. A select number of pieces will be auctioned to help fund the following year's event.
  - The Gym is reserved with a one-hour set up time ahead of the event.
  - Components may include any of the following or additional ideas:
    - Invite students to enter up to X number of art pieces into the Expo.
    - Identify the maximum number of total entries and maximum per student.
    - Art categories:
      - Any art medium including drawing, painting, or other flat medium; sculpture, and photography.
    - Identify and document the process:
      - How students will enter (CMS PSO website has potential form entry)
      - How Art will be displayed.
      - Which pieces will be auctioned?
      - How many pieces will be auctioned?
      - Silent Auction timing, set up, and process.
      - Posters and fliers or other materials communicating the event
      - Gathering interest and participation.
    - [www.PTOToday.com](http://www.PTOToday.com) has a file share with ideas
- Meet with the Art teacher(s) to help identify some of the potential projects/focus for the school year.
- Meet as necessary to plan, coordinate and communicate the event to the Executive Board, CMS Staff, and students/families in order to meet goals.
- Coordinate procuring any items needed for the event including donations.
- Provide plan and progress updates to CMS PSO Executive Board at monthly Board meetings.
- Complete an Event Coordinator Feedback form within one week of the event conclusion.



**Average Hours**

- 1-3 hours per week depending on number of volunteers and level of organization.
- Provide updates to CMS PSO Executive Board at monthly Board meetings prior to Membership meetings.



**Time Span**

- This role is a 3-6 month commitment, to conclude upon submission of Event/Program Coordinator Feedback form upon the conclusion of the event.